Preparing your Application

Preparing your application is your first step toward continuing your education at any one of the Nunavut Arctic College's Learning Centres or Campuses.

There are a number of parts to an application.

1. The Application form (attached);
2. Official Post-Secondary Transcript
3. Official High School Transcript or Educational Assessment test;
4. Letter of Intent;
5. Three letters of reference;
6. Request for Accommodation form (should you need to attend school away from home).

Additional information is required for the following courses. (Please note: Nunavut Arctic College does not provide the forms and statements below):

- Early Childhood Education: Immunization Schedule, RCMP Security Form
- Interpreter Translator: I/T Language Test
- Nunavut Teacher Education: Immunization Schedule, RCMP Security Form, Résumé
- Management Studies: Interview may be required
- Jewellery & Metalwork: Interview may be required, Portfolio (optional)
- Environmental Technology: Résumé, Hand-written Letter of Intent
- Human Services: RCMP Security Form, Interview

1. Application Form (also at www.arcticcollege.ca)

   If you are applying for admission to Credit, Trades or Academic Studies programs, complete this form and follow all of the instructions. You must fill out all parts of this form, and attach the appropriate documents.

   PLEASE NOTE THAT ONLY COMPLETE APPLICATIONS WILL BE PROCESSED.

2. Transcripts

   Applicants with high school credits or post-secondary education must arrange with the school(s) at which they studied to have a copy of their transcript(s) mailed to Nunavut Arctic College. Transcripts should be sent to the same address as the application form.

   Applicants who believe that their past post-secondary education or other experience may qualify them for credit toward Nunavut Arctic College courses may also submit an Application for Transfer Credits or Challenge Credits at this time. See Credit Transfer and Prior Learning for more information at www.arcticcollege.ca.

3. Educational Assessment

   Applicants who do not meet the academic program admission requirements will be required to write an educational assessment test. For more information, contact your nearest Community Learning Centre or Campus Registrar for more details.

4. Letter of Intent

   Attach a one page explanation of why you are interested in the program you have chosen.

5. Three Letters of Reference

   Applicants need three letters of reference to be submitted with their application. People such as an adult educator, school principal, teachers or former employers are all suitable references. Print out the Applicant Reference Form from www.arcticcollege.ca and have your references fill it in, or have them write a separate letter.

6. Application for Housing (see www.arcticcollege.ca for the application form)

   If you are required to study outside of your home community, you can apply for housing. But apply early as housing is limited. Print out the housing application form and include it (and any required references) with your application. Only applicants who are accepted into a program will be considered.

FINANCIAL ASSISTANCE

You are responsible for contacting the agency providing financial assistance. For more information on financial assistance, see Costs and Financial Services on the NAC website at www.arcticcollege.ca, or call 1-800-661-0763. If you have already obtained sponsorship please attach proof of sponsorship, if available.

SUBMITTING YOUR APPLICATION

Mail, fax, or drop off your completed application and supporting documents to the closest campus or Community Learning Centre offering the program or courses you wish to attend. If you have any questions, contact the Registrar at;

Office of the Registrar Nunatta Campus P.O. Box 600 Iqaluit, NU, X0A 0H0 Tel.: (867) 979-7222 Fax: (867) 979-7103 E-mail: nunatta@arcticcollege.ca Toll-Free Tel: 1-866-979-7222	Office of the Registrar Kitikmeot Campus P.O. Box 54 Cambridge Bay, NU, X0B 0C0 Tel.: (867) 983-4111 Fax: (867) 983-4106 Email: kitikmeot@arcticcollege.ca
Office of the Registrar Kivalliq Campus P.O. Box 002 Rankin Inlet, NU, X0C 0G0 Tel.: (867) 645-4170 Fax: (867) 645-2516 E-mail: kivalliq@arcticcollege.ca	Office of the Registrar Sanatuliqsarvik Trades Training Centre PO Box 876 Rankin Inlet, NU, X0C 0G0 Tel: (867) 645-4850 Fax: (867) 645-4871 Email:clara.akulukjuk@arcticcollege.ca

Acknowledgement of Receipt and Follow-Up

You will receive a letter to acknowledge that your application has been received. This letter will identify any additional information or documentation that may be required. You will be contacted if an interview is needed. Some programs require interviews, others do not.

Letter of Acceptance

Once the College has obtained all of the necessary documents and results of required assessments or interviews, you will be contacted to let you know that you have:

a) been accepted, with information on how to proceed with registration; or
b) not been accepted, but recommended for Nunavut Arctic College basic education or preparatory courses; or
c) not been accepted, with an explanation.

Registration for Courses

Registration in credit courses takes place in person after you have been accepted. Students accepted into programs will be given course registration instructions.

FOR MORE INFORMATION

For more information on programs and courses available, or for more detailed explanation or additional copies of forms, visit the Students section of the Nunavut Arctic College website at www.arcticcollege.ca.

If you require assistance with any part of your application, see your nearest college instructor, school principal or employment officer if you have any questions.

Apply early! The application process takes time, courses are offered only if interest is shown and student housing in filled up quickly.

For full College policies on application procedures, please see C.02 – Full-time Admissions – of the *Policy and Procedures Manual*, available at all Community Learning Centres and College libraries.

Application Form

PLEASE PRINT. COMPLETE THIS FORM FULLY.

PROGRAM APPLYING FOR:_____

What program are you applying for (as listed in the Program Information Section of the NAC website at www.arcticcollege.ca)?

To which Campus or Community Learning Centre are you applying for admission?

☐ Kitikmeot (Cambridge Bay) ☐ Kivalliq (Rankin Inlet)

☐ Nunatta (Iqaluit) ☐ Trades (Rankin Inlet)

☐ Community Learning Centre Community: _____

Will you be ☐ full time, or ☐ part time?

CURRENT STATUS/HISTORY WITH NUNAVUT ARCTIC COLLEGE

Are you ☐ New to Nunavut Arctic College? ☐ Returning to Nunavut Arctic College for further education?

If you are returning to Nunavut Arctic College, what is the most recent NAC program you have taken?

Program: _____ Community Location: _____

Date last registered into the program or course:_____

Personal Information

Last Name: _____ First Name:_____ Previous Last Name: _____

Social Insurance No: _____ Birthdate: (YYYY / MM / DD) ☐ Male ☐ Female

Permanent or Mailing Address

P.O. Box: _____ Apartment/Street: _____ Community: _____

Province/Territory.:_____ Postal Code: _____

Contact Information

Home: (___)_____ Mobile: (___)_____ Work: (___)_____

E-mail Address: _____

Main Language Fluently Used

☐Inuktitut ☐Inuinnaqtun ☐French ☐English ☐Other *(Please specify)* _____

Citizenship

☐ Canadian Citizen ☐ Permanent Resident ☐Country of Citizenship: _____

Are you a resident of Nunavut since birth? ☐Yes or since: (YYYY / MM / DD)

Ancestry: ☐Inuit ☐Other: *(Please specify)* _____

Do you have any medical conditions the College should be aware of? ☐Yes ☐No

If yes, please specify: _____

CONTACT PERSON IN CASE OF EMERGENCIES

Name: _____ Relationship: _____ Telephone: (___)_____

Application Form

PLEASE PRINT. COMPLETE THIS FORM FULLY.

EDUCATION

Elementary/High School

What is the highest grade level you completed? _____ Year? _____

Name of school: _____ Location of school: _____

Post-secondary Education

Please list all academic institutions you have attended since leaving Elementary/High School.
Attach an additional sheet if necessary.

Academic Institutions Attended (List most recently attended first)	Location	Program	Certification: (record of achievement, diploma, certification, degree, etc.)		Year entered	Year left
			To be Completed	Completed		

SPONSORSHIP

Do you plan to be self-sponsored? ☐ Yes ☐ No

Please note: if you are not planning self-sponsorship, you are responsible for contacting an agency that provides financial assistance.

If you have already obtained sponsorship, please attach proof of sponsorship to this application form, if available.

Check the appropriate sponsorship agency:

☐ Student Financial Assistance (Government of Nunavut)
☐ Regional Inuit Association _____
☐ Other _____
☐ Employer _____
☐ Government of Nunavut staff training

SIGNATURE

I certify that the information above is correct and complete. I agree to comply with all rules, regulations and policies of Nunavut Arctic College.

☐ I have made arrangements to have proof of education (transcripts) forwarded to the Registrar's Office.

Signature of applicant: _____ Application Date: (YYYY / MM / DD)

REGISTRAR'S USE ONLY

Program No.: _____ Division: _____ Location Code: _____

Accepted? _____ Date Received: _____ Student I.D. #: _____

College Residence Request

- Please read carefully and complete all fields before submitting this request to the appropriate Campus.
- A college accommodation is allocated only to students who are accepted into programs.
- Accommodation is not allocated to anyone who has an outstanding account.

Last Name	First Name	Student I.D. #

PO Box/ Street	Community	Province/Territory	Postal Code

Email	Phone # (Home / Cell #)	Phone # (Work)

Have you lived in Nunavut Arctic College residence before?

☐ **No** ☐ **Yes** - please indicate the year _____

Which Program will you be attending?	Expected date of arrival (if known)	Estimated date of Departure

What type of housing are you applying for?	What type of housing are you applying for?
☐ **Single** ☐ **Family** (not available in Rankin Inlet)	☐ **1 Bedroom** ☐ **2 Bedroom** ☐ **3 Bedroom**

Complete this Section for Family Housing only:

Name of Spouse: _____

Name of Children	Date of Birth (YYYY/MM/DD)	Age

Person to Notify in Case of Emergency

Last Name	First Name	Student I.D. #

PO Box/ Street	Community	Province/Territory	Postal Code

Email	Phone Number/s

Declaration

I, the undersigned, hereby apply for accommodation at Nunavut Arctic College. If admitted, I agree to abide by the rules of the Residences.

I agree to pay a damage deposit to a total of $375, which will be returned to me upon approved clearance from my unit. I also agree to pay rent regularly on the first day of each month.

I agree to vacate my room or allotted accommodation within five (5) days to leaving a Program or for failing to follow the rules of the Residences.

Signature of Applicant

Date

MM – DD – YYYY

Residence Addresses

☐ Residence Manager Nunavut
Arctic College
Nunatta Campus
P.O. Box 220
Iqaluit, NU X0A 0H0
Phone: (867) 979-7287
Fax: (867) 979-7102

☐ Residence Manager Nunavut
Arctic College
Kivalliq Campus
P.O. Box 002
Rankin Inlet, NU X0C 0G0
Phone: (867) 645-5508
Fax: (867) 645-2387

☐ Residence Manager Nunavut
Arctic College
Kitikmeot Campus
P.O. Box 54
Cambridge Bay, NU X0B 0C0
Phone: (867) 983-4097
Fax: (867) 983-4106

Nunavut Arctic College

Applicant Reference Form

To the applicants:

Suitable references are an adult educator, a school principal, a teacher or a former employer.

To the referee:

We would appreciate if you could elaborate your answers (more than a yes or no) on this reference form, or you can write your own reference letter.

Program applied for: _____

Applicant's name: _____

How long have you known the applicant: _____

Your relationship to the applicant: _____

1. List applicant's experience directly related to this program:

2. Knowledge, skills and abilities:

3. Communication skills (verbal / written):

4. Does this person show initiative in starting and completing a project?

5. Do you consider this person to be responsible and mature?

6. How do you think this person will adapt to living / working in the College environment?

7. Do you consider the applicant to be suitable for this program?

Referee:

Name: _____ Position: _____

Date: _____ Telephone: _____

Signature: _____